



## **11<sup>th</sup> Annual State of Delaware Hazardous Materials Training Workshop**

### **Planning Committee Meeting #7**

**Delaware State Fire School, New Castle Division**

**Tuesday, March 20<sup>th</sup>, 2017**

**2:00 PM -4:00**

### **Meeting Minutes**

#### **Voting Members Present: ( 11 )**

- |  |                                       |
|--|---------------------------------------|
| 1. Jamie Bethard – DNREC ERB           | 7. Dave Irwin –Chairman/LEPCNCC       |
| 2. Jerry Brennan – DSFS NCC            | 8. Rebecca Keyser – DNREC ERB         |
| 3. Ken Cenci - DNREC                   | 9. Joe Leonetti – St Francis Hospital |
| 4. Ron Dietrick-Delaware City Refinery | 10. Jake Morente - LEPC NCC           |
| 5. Mark Dolan – DNREC                  | 11. Beth Neumane – Rogers Inc.        |
| 6. Heather Hudson – DNREC              |                                       |

**A quorum (11) was present** *(attendance sheet attached)*

#### **Non-voting Members Present: ( 1 )**

1. Tara Chambers – DNREC Proxy

1. **Meeting Called to Order** at 2:07 PM by Chairman Irwin.
2. **Agenda Approval.** The Chairman asked for any changes or additions to the agenda. None were offered. *Motion to Accept the Agenda by Beth Neumane, seconded by Jake Morente. Unanimous approval, motion passed.*
3. **Minutes Approval from February 15<sup>th</sup>, 2018 Meeting.** The Chairman noted that the previous meeting minutes were sent to committee members electronically, including a revised edition on 3/16/18. Dave asked for any corrections, none were offered. *Motion to Accept the Minutes by Joe Leonetti, seconded by Ken Cenci. Unanimous approval, motion passed.*
4. **Review action items from 2/15 meeting.**
  - Croda purchased 3 Level A Suites – they will be a platinum workshop sponsor
  - Wilmington LEPC Director George Giles sent a \$1000 check to towards breakfasts
  - Joe Leonetti believes Avery Dalton sent out Presenter contracts

- Mark Dolan reported a contract dispute with our shirt vendor. Two other vendors are being considered. Maroon colored shirts as planned & vendors requires a minimum 4 weeks for delivery – they need everything by April 5<sup>th</sup>

**5. Sponsor status.**

- Very good sponsor participation this year – more at next meeting

**6. Registration numbers to date**

- Friday, March 11<sup>th</sup> - 96
- Saturday, March 12<sup>th</sup> - 66

**7. Promotional items.**

- Multi-tool - Have arrived. Dave passed around a sample to committee members.

**8. Task list review:** (On overhead projection screen) 38 items reviewed

- Many items accomplished or currently in progress
- Name tag ribbons for Exhibitor, Presenter and Committee Members – discussion held on adequate quantity, Rebecca Keyser will purchase 100 of each, left over will go towards next year.
- #35 Course Facilitators

Friday 3/11		Saturday 3/12	
Session A/G	Joe Leonetti	Session 1/7	Ken Cenci
Session B/H	Jake Morente	Session 2/8	Mark Dolan
Session C/I	Jamie Bethard	Session 3/9	Bruce Galloway & Darryl Meade
Session D/J	Beth Neumane	Session 4	Erik Schuler
Session E/K	Heather Hudson	Session 5	Mark Evans
Session F/L	Mark Dolan & Ron Dietrick	Session 6	Jamie Bethard
		Session 10	Dave Mick
		Session 11	Jamie Bethard & Joe Leonetti
		Session 12	Ron Dietrick

- Jerry Brennan reminded everyone that the Fire School will award 6 hours of C.E.U's
- Workshop preparation/packaging day will be Wednesday, May 9<sup>th</sup> 2018 9:30 at D.S.F.S. Dover

**9. Another other business:**

- None offered

**10. Next meeting date.** Monday, April 9<sup>th</sup>, 2018 2:00 PM - 4:00 PM at the Delaware State Fire School, New Castle Division.

**11. Adjournment** at 3:21 PM. *Motion to adjourn by Jerry Brennan, 2<sup>nd</sup> by Beth Neumane. Unanimous approval. Motion Passed.*

Respectfully submitted by Jacob Morente



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**2:00 PM – 4:00 PM**

No.	NAME	SIGNATURE
<b>Voting Members (minimum of 9 required):</b>		
1.	Dave Anderson	
2.	Jamie Bethard (proxy Tara Chambers)	
3.	Jerry Brennan	
4.	Ken Cenci	
5.	Avery Dalton	
6.	Ron Dietrick	
7.	Mark Dolan	
8.	George Giles	
9.	Heather Hudson <i>DNREC</i>	
10.	David Irwin (Chair)	
11.	Bill Kelly	
12.	Rebecca Keyser	
13.	Joe Leonetti	
14.	Jake Morente	
15.	Beth Neumane	
16.	Charles Stevenson	
<b>Non-voting Members:</b>		
1.	Dale Annis	
2.	Dave Carpenter	
4.	Marc Evans	
5.	Tara Chambers	
7.	David Mick	
8.	Ellen Malenfant	
9.	Sam Palermo	



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No.	NAME	SIGNATURE
Other Attendees		
1.		
2.		
3.		
4.		
5.		